**CURRICULUM VITAE**

**SHARON**

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**PROFESSIONAL ATTRIBUTES:**

* Progressive and vision oriented approach.
* Understanding and adjustable behavior towards fellow colleagues.
* Good conceptual and planning skills.

**ACADEMIC QUALIFICATIONS** :

* 2011 MBA (Finance) JNT- Ananthapuram, Andhra Pradesh- Grade: 77%.
* 2009 B.Com (CA)-SVU -Tirupathi, Andhra Pradesh-Grade: 66%.
* 2006 PUC (Commerce) Andhra Pradesh Board -Hyderabad, -Grade: 84%
* 2004 SSLC (General) -Secondary Board- Andhra Pradesh-Grade: 74%.

**PROFESSIONAL EXPERIENCE :**

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| **Current Organization** |  | Sri Srinivasa Junior & Degree Educational Institutions |
| **Duration** |  | Sep 2016 to till date |  |  |
| **Role** |  | Senior Accountant |  |  |
|  |  |  |  |  |  |
| **Current Organization** |  | Accenture Services PVT LTD |  |  |
| **Duration** |  | July 2014 to Aug 2016 |  |  |
| **Project –1** |  | Intercompany Process – R2R Reconciliations |
| **Client** |  | British Petroleum |  |  |
| **Role** |  | Senior General Accounting Ops Associate |  |  |
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| **Previous Organization** |  | Infosys LTD |  |  |
| **Duration** |  | May 2011 to Jun 2014 |  |  |
| **Project –1&2** |  | Intercompany Process – AP and its Reconciliations |
| **Clients-1&2** |  | Symantec and SunTrust Bank |  |  |
| **Role** |  | Senior Process Executive- Finance & Accounts |
| **WORK EXPERIENCE** | **:** |  |  |
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|  | ***Sri Srinivasa Junior & Degree Educational Institutions*** | ***:*** |  |

The Institution is one of the largest educational organizations. It is engaged in providing Educational services, Placement training services & other related matters to its clients.

***Job Profile:***

* Liaison with bankers on various issues.
* Preparing MIS towards collection.
* Follow up with clients / Welfare offices towards collection.
* Working with university and Higher education for affiliation and Approvals.
* Follow-up with Banks towards statement errors..
* To maintain cordial relations with the team and to analyze the performance according to planned strategies.

***Accenture Services PVT Ltd.***

***Job Profile:***

***R2R- General Ledger Reconciliations:***

* Preparation and analysis of monthly, quarterly reconciliations with Process procedure guide lines.
* Reconciliation of day to day transaction in SAP.
* Reconciliation on AP Master File and HUB report and submitting this reconciled report to BP Finance Team
* Reconciliation on individual vendor account balances for all assigned vendors on month end basis
* GL Account balance Reconciliation with Dispute Report summary and send it to Reporting manager. .
* Settlements Reconciliations and follow up with the Settlement team to clear the open invoices.
* Updating reconciled details in Pre-submission Website (PSW).
* Review calls with onshore clients after submission of reconciliations.
* Handling the client queries.
* Preparation and updating of DTPs.
* Follow-ups with treasury team to clear open invoices.

***Queries handling and invoice processing:***

* Analyzing of cost invoices in E-HUB and processing them (Approx.: 140-155 3rd Party invoices-Complex, Medium and Simple) in SAP PRO on Weekly Basis.
* Managing the accurate and timely processing of invoices for the vendors.
* Fallow up with Approvers/Suppliers.
* Contacting with Business area for Clarification & Updates regarding the process.
* Contacting the Concerned person for the necessary information and making the invoice ready to process after proper research.
* Preparing the VIDF& PRF for the invoice processing and payment initiation.
* Cross auditing the captured invoices in E-hub & Confirming for payment.
* Process of Cross co entries if required.
* Follow up with the Settlement team to clear the open invoices
* Performing the reversal entries on the wrongly posted invoices /Settlements**.**

***Dispute Process and Reporting:***

* Registering the as soon as possible as soon as the dispute is identified or within 30days of invoice created/uploaded in Hub.
* Resolving and close the dispute in E-hub
* Preparation of A).Monthly Report, B).Dispute Summary Report, C).Suspense Account Summary Report and C).Approvers' report and submitting these reports to Immediate Supervisors.
* Preparing the High Value invoices Report and sending it to BP Contact,
* Pending invoice Summary Report.

***Other Roles and Responsibilities:***

* Daily updating of process metrics onto dashboard and huddle board.
* Updating the transportation (Pick up & Drop) details for the team members on a weekly basis.
* Independently handling of entire process in the absence of team members.

***Infosys Ltd***

***Job Profile :***

***R2R- Reconciliations:***

 Performed G L Vs Master file on daily basis and to identify the entries which are not in SAP or in E-payables website.

* Preparation of Reconciliations for various Trading Partners during Month End and send it to business for Accrual Entries.
* Reconciliation on invoice Report with Report from the E-payables.
* Preparing the list of entries to be recorded and sending it to the business.
* Preparing High value invoice Report and submitting to immediate supervisors.
* Reconciled individual vendor account balances for all assigned vendors on month end basis.

* Preparing and maintaining reports such as - Ageing Analysis, Quality, Productivity, and Blocked Invoices.

***Invoice processing and exceptions handling:***

* Processing invoices for clients on SAP Application.
* Parking and Posting High value invoices in SAP.
* Reviewing all the invoices on daily basis to ensure there is no miss in TAT.
* Managed Quality checks for invoices processed.
* Responsibility taken for vendor reconciliation done on weekly and monthly basis which helps in Financial Accounting Analysis.
* Following up with BRO for payment approval for invoices which is >10000 GBP.
* Processing of Special payment request to have the invoices processed within the payment term on Approval from clients.
* Reconciling an aged invoice listing on a weekly basis
* Comparing Vendor statement and Treasury Report to facilitate the vendor to receive the payment on time.
* Pending analysis, ITR Report, AP ageing report, AP Reconciliation Report, Edits and Payment proposal
* Assist client, vendors questions and enquires concerned to specific invoices,
* Responsible for handling and solving vendor queries through telephone, emails and support works.

***Technical skill:***

* SAP PRO, Oracle, Microsoft Word, Outlook, PowerPoint and Excel (pivot tables, v lookups)
* E-hub, IC website and Citrix.
* FTP & Plat form.

***Personal details:***

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|  | Date of Birth | : July 1988 |
|  | Languages Known | : Kannada, English & Telugu. |
|  | Nationality | : Indian |

I hereby declare that the information furnished above is true to the best of my knowledge and belief

Date:

Place: Sharon